

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Social Worker Specialist			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Foster Care – Independent Living		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County		16. Audit Date: By: Date: By:			
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %	17. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM					

PART II – To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Foster Care Contract Administrator

K

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Foster Care Contract Administrator

K

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Requires independent judgment with some supervision. Instruction, methods and guidelines are given to employee through the use of procedures and personnel manual and through verbal and written instruction by the Foster Care Contract Administrator. Requires the ability to carry out program goals as set out in the Prevention and Protection Services Policy and Procedure Manual in a timely manner. Must maintain professional social work standards.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.</p>
1. 40%	E	<p>Works with eligible young people age 16-23 to plan organize, and direct independent living services in accordance with agency policies and procedures. . Participates in case transition planning meetings to assist young people age 16 years and older with transitioning from foster care to independent living. Coordinates independent living services with the young person receiving services, supportive adults, Community Advisors, DCF staff, and other community providers. Assists young people in maintaining and developing permanent connections through permanency pacts. Assists youth to check for credit history and address problems. Contacts are made at least monthly by telephone or face to face in the office, or in home or other settings. Maintains documentation of youths' participation and progress in the independent living program. Facilitates payments of school fees, tuition, room and board. Helps youth obtain extended medical cards. Takes necessary steps to complete the process for ETV and Chafee funds for youth. Processing includes utilization of SMART system to help Region process individual payments and responsible/appropriate use of agency Procurement Card. Assesses and helps facilitate any services the youth or their immediate family may need to maintain a safe living environment in the community. This position will participate in team meetings, working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.</p>
2. 20%	E	<p>Assesses eligibility of youth 16-21 years of age for independent living services. Assessments may be completed in the office, in the individuals' home settings, or other locations mutually agreed upon by the young person and worker. Assists each eligible young person to assess and identify the youth's strengths and needs in order to determine appropriate independent living services to transition the youth to adulthood. Maintains knowledge through training and professional development about emotional and physical development of adolescents and young adults. Uses such knowledge to help address needs unique to young people affected by being in foster care. Works with youth to develop individual self-sufficiency plans which may include securing safe housing; seeking employment; checking for credit history; accessing community resources; finding medical providers and services; and assistance with school enrollment, which may include completing the FAFSA and applying for scholarships.</p>
3. 20%	E	<p>Provides consultation and training to DCF, JJA, contractor staff, and community partners regarding the independent living program. Plans and coordinates with other DCF and community programs to best meet youths' needs. Advocates for young people who are referred to the Independent Living Program.</p>
4. 10%	E	<p>Maintains area independent living statistics for state and federal reporting purposes. Prepares and submits</p>

		statistics monthly or as requested. Plans individual case expenditures so as to appropriately manage regional allocation of Chaffee and ETV funds.
5. 10%	E	Attends individual conferences with the supervisor, agency staffings, unit meetings, and other team meetings as required. Attends planning meetings with providers and other state coordinators. Attends orientation sessions and training workshops as planned, recommended or approved by the supervisor for the purpose of learning or improving knowledge and skills. Assists with other Division/Program needs as directed by Supervisor.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
 (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 () Major program failure, major property loss, or serious injury or incapacitation.
 () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to provide services to youth could negatively impact their ability to successfully transition to adulthood.
 Failure to keep statistics and provide documentation could adversely affect state and/or federal funding.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts with DCF Prevention and Protection Services staff and youth served will occur on a daily basis. Contact with independent living providers, contractor staff, and Community advisors will occur very frequently. The purpose of these contacts is to encourage participation in the independent living program, to coordinate independent living services, and to develop resources/opportunities in the community.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position may occasionally deal with hostile and angry individuals including through contacts with youth/customers in the community. This position requires travel within the assigned Region.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

License to practice social work in the State of Kansas at the time of hire

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience with foster care and adoption services.

Knowledge of crisis intervention techniques.

Valid Driver's License

Baccalaureate degree in social work from an accredited program

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date